ADOBE PHOTOSHOP ACA

1. What are the 5 phases of a design project?	Planning Scheduling Design/Build Test/Review Publish
List two ways you can you increase the readability of your design project?	Don't overuse center alignment Don't use all lower or upper case
Which design principles can be represented with an overlay when using the Crop Tool?	Rule of Thirds Golden Spiral Golden Ratio
List two reasons to use sans serif fonts	increase readability on the web use for headlines
Which three of the following would you rasterize?	Type Shape Smart Object
What is the purpose of flattening an image in Photoshop?	Reduced file size
Which Adobe programs allows images to be used across multiple Adobe programs?	Bridge
How do you auto-blend two layers to fill in any extra space?	Select both layers EDIT > AUTO BLEND LAYERS
How do you rotate an image 90 degrees clockwise?	IMAGE> IMAGE ROTATION Select 90 degrees clockwise
Which Adobe programs allows a user to create a photo gallery web page?	Bridge
How do you export paths to Illustrator?	FILE > EXPORT > PATHS TO ILLUSTRATOR
What is the maximum amount of colors in an indexed image?	256

What is the purpose of framing an object in your design and how can you do it?	To draw the viewer's eyes to a specific area and it can be done by editing the contrast/brightness to give a certain area emphasis; or you can crop to draw the viewer's eyes to a particular area in design
Where in menu to you go to SKEW an image?	EDIT > TRANSFORM > SKEW
How do you add warming and cooling filter?	Use PHOTO FILTER Adjustment layer
Name two image types that are NON-LOSSY.	TIFF and PNG
Name an image type that is LOSSY.	JPG
How do you apply a filter to TYPE and still retain the edit-ability of the text?	Convert it to a Smart Object first
How to you create JPGs, GIFs, and PNGs out of an existing PSD file?	FILE > EXPORT > SAVE FOR WEB
What menu do you use to turn on/off SNAP TO GRID?	VIEW
What menu do you use to create/clear GUIDES?	VIEW
How do you turn off CONSTRAIN PROPORTIONS?	Click the chain link icon to turn it off
How do you AUTO ALIGN LAYERS?	Select the layers and go to EDIT > AUTO ALIGN LAYERS
How do you remove a color stop from a gradient?	Drag the color stop down and it will delete
How do you use CONTENT AWARE FILL to remove something distracting from a picture?	Use LASSO tool to make a loose selection or what you want to remove and go to EDIT > FILL > CONTENT AWARE
When exporting an image for the web, what file type will retain the transparency of the image?	PNG-24
How do you STRAIGHTEN and CROP an image?	Select CROP tool and locate STRAIGHTEN button on OPTION bar and drag the straighten tool along the line you want to straighten and then click check mark to CROP

What menu do you use to change the overall preferences of Photoshop?	EDIT > PREFERENCES
Which font type is better for online reading?	Sans serif
Which font type is better for reading printed material?	Serif
What happens when you use the FILE > PLACE command?	The selected file shows in a new smart object in a new layer in the current document
What is another phrase for "maintaining aspect ratio"?	Constrain proportion
What are 4 method of opening an image from FILE menu?	Open Open as Smart Object Import Place
How many color channels are in a CMYK image?	4
How many color channels are in an RGB image?	3
What icon indicated that the constrain proportion is locked/on?	chain link
What tool do you use to select the are you want to run the CONTENT AWARE FILL on?	Lasso tool
What are the MENU steps do you use to run the CONTENT AWARE FILL on a selected area of pixels	Edit > Fill > Content Aware Fill
What menu do you use to SKEW, SCALE, and ROTATE	Edit > Transform
What TOOL allows you to straighten the horizon of a crooked picture?	Crop
Which menu allows you to show/hide RULERS, GUIDES and GRIDS?	View
What are the MENU steps to permanently change ruler measurements to a desired unit?	Edit > Preferences
How do you apply a non-destructive filter?	Convert it to a Smart Object first

How do you auto-align multiple layers?	Select the layers, Edit > Auto-Align-Layers
What controls the spacing between ALL characters in a word?	tracking
What controls the spacing between 2 characters in a word?	kerning
What type of file is a NON-LOSSY format best for printing?	TIFF
What 2 image file types are considered LOSSY?	JPG and GIF
What is an advantage of saving a layer style?	It can be quickly added to layers in different documents

Adobe Photoshop - Methods

How do you deliberately deselect a selection?	You can choose Select > Deselect, Command+D Click outside the selection with any selection tool to start a different selection.
What is the "Fit on Screen" shortcut?	You can see all of the objects in the image window by pressing Command+zero
What are some design presentation best practices?	1. Determine your audience, purpose and goals 2. Determine and be creative with you type of presentation: is it spoken, interactive, video, etc. 3. Look at group when you speak, listen when it is others' turn to speak 4. Plan ahead and have resources on hand: Mock-ups, PMS swatch book, paper samples, etc to help the viewers picture what you are describing
You are creating a document with many different objects, images and text types. What is the best way to edit each section?	Put each section on its own layer
What is the benefit of design project review and redesign?	Once you get feedback from the client or another viewer, you can take the opportunity to review the following to make design improvements and expand design skills: 1. Does the project meet initial goals? 2. Is all of the content covered and laid out in a logical way? 3. Have any new goals been added? 4. Am I using good design principles? 5. Is the design relevant to the audience?
What is the benefit of moving a shape with the arrow keys?	Once you have the shape close to where you want it, you can make minor adjustments to its position by nudging the arrow keys

What is an example of an ideal image to use the Magic Wand tool?	Since the magic wand works best for selecting an area of similar colors surrounded by areas of very different colors, a simple image with lots of contrast is ideal.
What are some ways to duplicate a selection?	Option-drag that layer or Command C (Copy)
How do you copy selected content?	Command C copies the selected area on the active layer.
What is a design reflection paper?	A written reflection on your own design used to identify areas for improvement for the project or process: 1. Design skills 2. Project management skills 3. Technical skills 4. Furthering knowledge on web design, print production, interactive media or video production 5. Working with the team & client 6. Copyright guidelines
Where can a pasted selection go?	Paste creates a new layer out of the cut or copied selection
What is a portfolio and what are the steps to creating one?	A portfolio is a web or paper-based collection of a designer or agency's work, accomplishments and works in progress. The steps to creating a portfolio are: 1. planning out the content 2.determining the audience and goals 3. writing, organizing and editing content 4. reflect on work & process 5. displaying work & info accurately & tastefully
Once you've made a selection, what area of the image can be edited?	Only the area within an active selection can be edited.
What are three uses for frames in InDesign?	1. A container for an object or text 2. Masking or cropping an object 3. Creating a border or background
What is the command in Illustrator to change text to editable artwork?	Create outlines

What does repurposing content mean?	Repurposing content means to reuse assets such as design elements, copy and images to create a new project or different size version.
What is an effective way to save different versions of a graphic to show a client?	Layer comps
What are a few best practices related to making color corrections in Photoshop?	1. Use Adjustment Layers 2. Work with a calibrated monitor 3. Touch up an image (remove dust spots, scratches, etc) before making color corrections
How do you add to and subtract from a selection?	"Add To Selection" button in the options bar "Subtract From Selection" button in the options bar You can also add to a selection by pressing "Shift" as you drag or click; to subtract, "Option" as you drag or click.
What resolution will the image(s)be saved at when using the Save for Web option?	72 dpi
When drawing a selection with the Lasso tool, how should you finish drawing the selection to ensure it's the shape you want?	Connect the selection by dragging across the starting point of the selection. If you start and stop the selection at different points, Photoshop draws a straight line between the start point of the selection and the end point of the selection.
What does the Quick Selection tool do?	The Quick Selection tool expands outward from where you click to automatically find and follow defined edges in the image.
How does the Magic Wand tool determine which areas of an image to select? What is tolerance, and how does it affect a selection?	The Magic Wand tool selects adjacent pixels based on their similarity in color. The Tolerance value determines how many color tones the Magic Wand tool will select. The higher the tolerance setting, the more tones are selected.
What does the Crop tool do?	You can use the Crop tool to trim, scale, or straighten an image.

How can you adjust the tone and color of an image in Photoshop?	By using panels under the Adjustments menu such as Hue/Saturation, Color Balance, Levels, Curves and Brightness/Contrast
What tools can you use to remove blemishes or heal an image?	By using the retouching tools such as Healing Brush, Spot Healing Brush, Patch tool, and Clone Stamp tools, and Content-Aware Fill
How can you remove digital artifacts such as colored pixels from an image?	The Dust & Scratches filter removes digital artifacts from an image.
List some image sources you can open in Photoshop.	Scanned photographs, transparency or negative Capture a digital video image Import artwork created in a drawing program Import digital photos.
How do you open image files using Adobe Bridge?	Choose File > Browse In Bridge in Photoshop to jump to Bridge. Then, locate the image file you want to open, and double-click its thumbnail to open it in Photoshop.
How do you select tools in Photoshop?	Click a tool in the Tools panel, or press the tool's keyboard shortcut. A selected tool remains active until you select a different tool. To select a hidden tool, either use a keyboard shortcut to toggle through the tools, or hold down the mouse button on the tool in the Tools panel to open a pop-up menu of the hidden tools.
What is the purpose of creating a portfolio flowchart?	To help planning the portfolio by using information architecture that shows all the content and/or pages and how they connect
How do you start a new project file?	Select File < New in drop down menu or Command N
How do you resize or scale a selection or layer?	Select Edit < Transform or Command T

What are some advantages of using layers?	1. Layers let you move and edit different parts of an image as discrete objects. 2. You can also hide individual layers as you work on other layers. 3. You can work non-destructively when you use layers and copies
How do you make a layer editable?	Select Layer < Rasterize < Smart Object
When you create a new layer, where does it appear in the Layers panel stack?	A new layer always appears immediately above the active layer.
How can you make artwork on one layer appear in front of artwork on another layer?	1. By dragging layers up or down the stacking order in the Layers panel 2. By using the Layer > Arrange subcommands—Bring To Front, Bring Forward, Send To Back, and Send Backward (However, you can't change the layer position of a background layer)
How do you create a new layer?	At the bottom of the Layers panel, select the New Layer icon or select Layer > New Layer
What is an EPUB format?	EPUB is the format standard for digital publications and reflowable digital books. It defines a means of representing, packaging and encoding for distribution in a single-file format.
How do you show rulers?	Select View > Rulers or Command R
What do you do if your tools or panels are missing?	Press the Tab key or go to Window for a list of all panels
How can you apply a layer style?	To apply a layer style, select the layer, and then click the Add A Layer Style button in the Layers panel, or choose Layer > Layer Style > [style].
When you've completed your artwork, what can you do to minimize the file size without changing the quality or dimensions?	Flatten the image, which merges all the layers onto a single background and Save As the file as a new filename
How do you show your guides?	Select View > New Guide > Horizontal or Vertical or Drag the guide from the rulers

What is the advantage of the Adobe Digital Negative (DNG) file format?	The Adobe Digital Negative (DNG) file format contains the raw image data from a digital camera as well as metadata that defines what the image data means. DNG is an industry-wide standard for camera raw image data that helps photographers manage proprietary camera raw file formats and provides a compatible archival format.
How do you create a drop shadow or other special effect on text or an object?	Select the fx button to choose from a list of special effects such as drop shadow, bevel, inner and outer glow
How do you Place an image in InDesign?	Select File > Place and navigate to find the image you are looking to place in your image frame
How do you get rid of the "marching ants" on an image	The "marching ants" indicate a selection so press Command D to deselect
How do you correct red eye in Photoshop?	To correct red eye in Adobe Photoshop, zoom in to the subject's eyes, select the Red Eye tool, and then click the red eyes.
What is the benefit of using a quick mask?	Quick masks are helpful for creating quick, one-time selections. In addition, using a quick mask is an easy way to edit a selection using the painting tools.
What happens to a quick mask when you deselect it?	The quick mask disappears when you deselect it.
How can you edit a mask once you've saved it?	You can paint on a layer mask using black, white, and shades of gray.
What is a clipping mask?	A clipping mask is an object or group whose shape masks other artwork so that only areas that lie within the shape are visible.
What is a paragraph style?	A paragraph style is a collection of type attributes that you can quickly apply to an entire paragraph.
How can the Pen tool be useful as a selection tool?	If you need to create an intricate selection, it can be easier to draw the path with the Pen tool and then convert the path to a selection.

What is the difference between a bitmap image and a vector graphic?	Bitmap, or raster, images are based on a grid of pixels and are appropriate for continuous-tone images such as photographs or artwork created in painting programs. Vector graphics are made up of shapes based on mathematical expressions and are appropriate for illustrations, type, and drawings that require clear, smooth lines.
What is a shape layer?	A shape layer is a vector layer that contains either a shape (including fill and stroke), pixels, or a path.
What tools can you use to move and resize Paths and Shapes?	You use the Selection tool and the Direct Selection tool to move, resize, and edit shapes. You can also modify and scale a shape or path by choosing Edit > Free Transform Path.
What are Smart Objects, and what is the benefit of using them?	Smart Objects are vector objects that you can place and edit in Photoshop without a loss of quality. Regardless of how often you scale, rotate, skew, or otherwise transform a Smart Object, it retains sharp, precise edges. A great benefit of using Smart Objects is that you can edit the original object in the authoring application, such as Illustrator, and the changes will be reflected in the placed Smart Object in your Photoshop image file.
Which color mode is the most effective to use for print?	CMYK
What are the differences between using a Smart Filter and a regular filter to apply effects to an image?	Smart Filters are nondestructive. They can be adjusted, turned off and on, and deleted at any time. In contrast, regular filters permanently change an image; once applied, they cannot be removed. Smart Filters can be applied only to a Smart Object layer.

What would you do first in order to present initial ideas to a client for their approval and feedback?	Present sketches or comps
How can background images affect text?	They can limit readability
What do the Bloat and Pucker tools in the Liquify filter do?	The Bloat tool moves pixels away from the center of the brush; the Pucker tool moves pixels toward the center of the brush.
What are two best practices when using the Pen tool to create curves and angles?	1. Place anchors at every acute or abrupt angle 2. Mid-curve anchors should be placed to comfortably accommodate curve transitions
Which filter would a user choose to create image results that are more realistic because the edits are properly oriented and scaled to the perspective planes?	Vanishing Point filter
What are some selection tool options in Photoshop?	Magic wand tool, lasso tool, polygonal lasso tool, magnetic lasso tool, marquee selection tools, quick selection tool
When resampling an image, what are you doing to it?	Changing the total number of pixels
What is typography?	The arrangement and type of fonts used
What two file formats are best suited for high-quality images that will be displayed on a webpage?	.PNG and .JPG
Which option allows users to saturate pixels?	Sponge tool
What is an action? How do you create one?	An action is a set of one or more commands that you record and then play back to apply to a single file or a batch of files. To create one, click the Create New Action button in the Actions panel, name the action, and click Record. Then perform the tasks you want to include in your action. When you've finished, click the Stop Recording button at the bottom of the Actions panel.

What are two statements that describe the design practice of framing?	1. The technique of placing the subject of an image in such a way that the viewer's attention is focused in that area 2. The process of changing the contrast, brightness, and cropping of an image to highlight the subject
How can you create a panorama?	To create a panorama, take multiple photos to be stitched together. Then, in Photoshop, choose File > Automate > Photomerge. Select options in the Photomerge dialog box, select the images you want to stitch together, and then click OK.
What color mode is the most effective to use for web?	RGB
What is the unit of measurement for a raster graphic?	Pixel
In the Timeline panel, what is a keyframe, and how do you create one?	A keyframe marks the point in time where you specify a value, such as a position, size, or style. To create a change over time, you must have at least two keyframes: one for the state at the beginning of the change and one for the state at the end. To create an initial keyframe, click the stopwatch icon next to the attribute you want to animate for the layer. Photoshop creates additional keyframes each time you change the values of that attribute.
How do you add a transition between clips?	To add a transition, click the Transition icon in the upper left corner of the Timeline panel, and then drag a transition onto a clip.
How do you render a video?	To render a video, choose File > Export > Render Video, or click the Render Video button in the lower left corner of the Timeline panel. Then select the video settings that are appropriate for your intended output.
What is the action safe area for a file for video or TV?	It is designated area in which the "action" of a video will be viewable on certain screens

What is the title safe area for a file for video or TV?	It is a designated inner area in which the words or titles of a video will be legible (not cropped)
What is the term used for the user interface for Photoshop?	Workspace
What does the file type .psd stand for?	Photoshop document
What geometric shape is a pixel?	Square
What does the Mixer Brush do that other brushes don't?	It simulates realistic painting techniques such as mixing colors on the canvas, combining colors on a brush, and varying paint wetness across a stroke.
How can you display the names of brush presets?	To display brush presets by name, open the Brush Presets panel, and then choose Large List (or Small List) from the Brush Presets panel menu.
How do channels differ from layers?	Channels contain an image's color and selection information; Layers contain painting and effects.
What is a symbol in Illustrator?	An art object that you can reuse in a document
What is an erodible tip?	An erodible tip erodes, changing thickness, as you paint or draw. It's similar to the way a pencil or pastel tip changes shape as it erodes.
What is the difference between raster and vector graphics?	Raster graphics are composed of pixels, while vector graphics are composed of path
When exporting as BMP, which three color mode options do you have?	Bitmap, Grayscale, RGB
What is the key command for "Select All"?	Command A
What is the name of the option in the Image Size dialogue box that indicates a fixed width/height ratio (a chain icon)?	Constrain proportions
What term means the fineness of detail in a bitmap or raster image, measured by pixels per inch?	Resolution

How does a 3D layer differ from other layers in Photoshop?	A 3D layer behaves like any other layer—you can apply layer styles, mask it, and so on. However, unlike a regular layer, a 3D layer also contains one or more meshes, which define 3D objects. You can work with meshes and the materials, maps, and textures they contain. You can also adjust the lighting for a 3D layer.
How do you apply materials to an object?	To apply materials, select the material component in the 3D panel, and then select materials and settings in the Properties panel.
Which color represents each axis on the 3D Axis widget?	To apply materials, select the material component in the 3D panel, and then select materials and settings in the Properties panel.In the 3D Axis widget, the red arrow represents the X axis; the green arrow represents the Y axis, and the blue arrow represents the Z axis.
How do you render a 3D scene?	To render a 3D scene, select Scene in the 3D panel, and then click the Render button at the bottom of the Properties panel.
What are slices? How do you create them when you're working with an image in Photoshop?	Slices are rectangular areas of an image that you define for individual web optimization. You can add animated GIFs, URL links, and rollovers to slices. You can create image slices with the Slice tool or by converting layers into slices using the Layer menu.
What is image optimization, and how do you optimize images for the web?	Image optimization is the process of choosing file format, resolution, and quality settings for an image to keep it small, useful, and visually appealing when published to the web. To optimize images, choose File > Save For Web.

How can you copy layer properties for use in CSS files?	To generate CSS code from layer properties, select the layer in Photoshop, and choose Layer > Copy CSS. Then paste the clipboard contents into the CSS file for a web page using Dreamweaver or another application.
What steps should you follow to reproduce color accurately (Color Management Workflow)	To reproduce color accurately, first calibrate your monitor, and then use the Color Settings dialog box to specify which color spaces to use. For example, you can specify which RGB color space to use for online images, and which CMYK color space to use for images that will be printed. You can then proof the image, check for out-of-gamut colors, adjust colors as needed, and—for printed images—create color separations.
What is the recommended format for design comps?	An electronic drawing that shows a detailed design of project, like a web page; allows the designer to quickly present multiple design ideas, giving the client a preview of the mood, fonts, images, text and other design elements
What are adaptive layouts?	A layout that automatically resizes at fixed break points to accommodate different sized devices such as phones or tablets (this is a cheaper option)
What are responsive layouts?	A layout that automatically resizes fluidly to accommodate different sized devices such as phones or tablets (this is a more expensive option)
How do you export for multiple screens?	By using the Articles panel to format the document for: • Digital Editions (EPUB) an XHTML-based eBook or • HTML5, enabling you to preview and export content for modern tablet devices without writing code.

What is HTML5 format?	It is the latest evolution of HTML, the core technology markup language of the Internet used for structuring and presenting content
What is Live Preflight in InDesign?	This feature can flag potential output problems while you work, such as font problems, missing images and overset text
What is an Embedded Preflight Profile in InDesign?	This feature allows the user to import a custom profile from another document
What are the benefits of using Master Pages?	A master is like a background that you can quickly apply to many pages. It is an efficient way to work because objects on a master appear on all pages with that master applied and changes you make to a master are automatically applied to associated pages.
What is the term for a placed image in InDesign	A link
What is involved in a client debriefing?	It is a meeting with the client to discuss the following: • Client-design team communication • Deliverables • Feedback • Review final product
During an initial client interview, what information should you gather as the designer?	• Goals and target audience • Content • Design requirements • Distribution
What are some examples of the types of interactive documents that InDesign can create?	InDesign supports Export to web-ready HTML or interactive PDFs.
What is the command in Illustrator to convert a photo to editable vectors?	Image Trace
What tools do you use to flow text around objects in InDesign?	Text wrap

What are the benefits of using Liquid Layout in InDesign?	Liquid layouts make it easier to design content for multiple page sizes, orientations, or devices. Apply liquid page rules to determine how objects on a page are adapted when you create alternate layouts and change the size, orientation, or aspect ratio.
How can you automatically fit content to your frame in InDesign?	Use the Object < Fitting options
What is a page number marker in InDesign?	Page number markers are commonly added to master pages. When master pages are applied to document pages, the page numbering is updated automatically.

Adobe Photoshop - Key Terms

Quick Selection Tool	A selection method that allows you to paint an area of an image, and the tool automatically finds the edges.
Layer	Layers are like stacked, transparent sheets of glass on which you can create images. You can see through the transparent areas of a layer to the layers below. You can work on each layer independently.
Layer group	A tool to organize layers into a logical order and reduce clutter in the Layers panel.
Filters	Actions that enhance or modify an image with special effects (Blur, sharpen, artistic, distort, noise, stylize, texture, etc)
Liquify filter	A filter that causes the image to appear melted by pushing, pulling, rotating, reflecting, puckering or bloating pixels in the image
Vanishing Point filter	A filter that effectively edits images that have perspective planes (rectangular surfaces that seem to get smaller as they approach the horizon)
Photomerge	A command that automatically combines several photographs into one continuous, panoramic image by using layers and masking
High Dynamic Range (HDR)	A command that combines photos of different exposure to create a composite with a much larger range of tonal detail than can be captured in one photo.

| Auto enhance	An option for the Quick Selection tool that creates better quality selections, with edges that are truer to the object.
Elliptical Marquee tool	Select ovals or perfect circles.
Zoom Tool shortcut	Press Z to activate the zoom tool.
Tolerance	Determines the similarity or difference of pixels selected
Anti-aliasing	Anti-aliasing smooths the jagged edges of a selection by softening the color transition between edge pixels and background pixels.
Refine edge	Option to soften the edges of a selection by adjusting such options as smooth, feather and decontaminate colors
Blending	A series of options for adjusting the way colors appear when one layer overlays another layer.
Feathering	A command that softens or blurs edges by building a transition boundary between a selection and its surrounding pixels.
Watermark	A partly visible message that marks the image as belonging to you.
Lasso tool	The lasso tool makes freehand selections.
Polygonal Lasso tool	The polygonal lasso too makes straight-edge selections.
Magnetic Lasso tool	You can use the Magnetic Lasso tool to make freehand selections of areas with high-contrast edges. When you draw with the Magnetic Lasso tool, the selection border automatically snaps to the edge between areas of contrast.
Resolution	Refers to the number of pixels that describe an image and establish its detail, measured in pixels per inch (ppi).
Copy	A command that copies the selected area on the active layer.

Paste	A command that pastes a cut or copied selection into another part of the image or into another image as a new layer.
Quick Selection tool	A tool that's selection expands outward from where it is clicked to automatically find and follow defined edges in the image.
Clipping mask	An object or group whose shape masks other artwork so that only areas that lie within the shape are visible.
Shape layer	A vector layer that contains either a shape (including fill and stroke), pixels, or a path.
Smart object	Smart objects are vector objects that you can place and edit in Photoshop without a loss of quality regardless of how often you scale, rotate, skew, or otherwise transform it.
Contiguous	Selects only adjacent or touching areas that use the same colors
Gradient map	An filter effect that applies a range of colors based on the lightest and darkest areas of an image.
Non-destructive editing	Using masks and layers so the original image(s) data is not lost
Adjustment layers	Applies color and tonal adjustments to your image, layer or layer group without permanently changing pixel values
Blending modes	lighten, darken, color dodge, hue, blends only apply where layers overlap
Retouching tools	Spot Healing Brush tool, Red Eye tool, Patch tool, Content-Aware Move tool, Smart Sharpen, Camera Shake Reduction
History panel	A panel that restores the image to a previous state, up to 20 undo steps
Puppet warp	An set of options that allow an image to be drastically distorted in some areas while leaving others intact

Workspace	The working area in the Adobe programs including the Main menu, Options bar, Document window, Tools panel, Workspace switcher menu and Panels
Image retouching	Correcting imperfections or photo damage
Constrained proportions	The option in the Image Size dialogue box, represented by a chain icon, that indicates a fixed width/height ration when icon is active
Color correction	A general term the type of editing to correct color or contrast (Hue/Saturation, Levels, Curves, Selective Color and Desaturate)
Crop	The process of removing portions of an image to create focus or strengthen the composition
Transform	The tool used to scale, rotate, skew, distort, apply perspective, or warp an image or layer
Opacity	A layer's degree of transparency; you set layer opacity through the Layer Style dialogue box
Tonal range	The range of brightness levels in an image from the darkest to the lightest
Stacking order	The arrangement of layers top to bottom in the layers panel
Resampling	Changing the total number of pixels in an image.
Layer Filters	A tool in the layers panel that allows the user to sort by kind of layer (for example, text layer, etc)
Composite Image	Image which was created from several separate images.

PSD (PDD)	short for Photoshop document
TIFF	Tagged Image File Format
JPEG (JPG)	Joint Photographic Experts Group
GIF	Graphics Interchangeable Format *single image = save as > Compuserve GIF *animation = File > Export > Save for Web
PNG	Portable Network Graphics
RAW	a digital negative crated by a digital camera
Unity/Harmony	All elements have a visual connection
Balance	Evenly spacing the elements
Emphasis/ Hierarchy	Visually showing prominence in the image relative to others
Proximity	The physical distance between the visual elements in an image
Tasks	What needs to be done
Project Scope	How much needs to be done
Due Dates	How much time will be allotted for the project completion
Resource Allocation	Assign hardware, software and content to the appropriate personnel

Color Modes	RGB (millions of colors); Web CMYK (four-printed colors); printing Index mode (256 colors); can reduce file size yet maintain visual quality, web pages Grayscale mode (256 grays) Bitmap model (2 colors)
Kerning	the amount of space between two particular characters to make them look more natural as a pair
Baseline	the imaginary straight line on which a line of type rests
Point (Vanishing)	specify the planes in an image, then apply edits (painting, cloning, copying & pasting, and transforming)
Tracking	the amount of space between all the characters in a selected block of type. Sometimes called character spacing

Adobe Photoshop Vocabulary
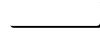
Derivative Work	a work that is derived from or based on one or more existing work
Intellectual Property	may include copyrights, trademarks, patents, industrial design rights, and trade secrets
Copyright	provides protection to authors of original works of authorship, both published and unpublished works can be protected
Fair Use Doctrine	allows work to be reproduced or altered for a variety of reasons including news reporting, teaching, parody, and research
Mock Up or Comp	presented to the client for feedback of a final project
Project Plan Phase 1	Implementing and Publishing
Project Plan Phase 2	Planning and Analysis
Project Plan Phase 3	Scheduling
Project Plan Phase 4	Designing and Building
Project Plan Phase 5	Review and Evaluation
Two Characteristic of Vector Images	1. can be enlarged without loss of quality 2. created with mathematical calculations
Two Options that can Lessen Readability of Text	1. over alignment 2. using all lower case letters
CMYK	appropriate color mode for sending a final project to a commercial printer
RGB	appropriate color mode for digital imaging.
Interpolation	a method used by Photoshop to re sample an image using existing pixel colors

Upsampling	increasing the size of an image, usually results in a loss of detail
Resolution	measurement of an image on the screen, web, or video
Downsampling	decreasing the size of an image by changing the data of an image
Two Features of San Serif Font	1. typically used for emphasis, like for a heading 2. better on the web
Three Things to Rasterize	1. type 2. smart object 3. shape
Three Design Principles to be represented with an overlay when using the crop tool	1. rule of thirds 2. golden spiral 3. golden ratio
How to align a shape	1. select all of the layers 2. select the move tool/cursor 3. in the control bar select align
How to apply a cooling filter	1. select Layer 2. select New Adjustment Layer 3. select Photo Filter 4. in the pop up dialogue box select a cooling filter
Two advantages of Smart Objects	1. they allow you to apply filters non destructively 2. they create a reference to an image, allowing it to be switches later without having to recreate the final work
How to save for the following document so that the slices are saved as separate images using the PNG-24 format?	1. select File - Save for Web 2. select PNG-24
Purpose of flattening in image in photoshop	flattened images are smaller
The reason a designer may want to change the CMYK working space in the color settings dialog box	to use the same color space that the printer use when editing an image
Program that allows images to be used across multiple Adobe programs	Adobe bridge

How to display the ruler then change the unit of measure of the ruler to pixels?	1. Select view - rulers 2. Right mouse click anywhere on the ruler and get a pop up box 3. Click pixels
Program that allows a designer to create a photo gallery	Adobe Bridge
Two formats that are best suited for high quality images on a webpage	PNG and JPG
What would do first in order to present initial ideas to a client for their approval and feedback?	present sketches
Two ways background images affect text	readability and alignment
What is NOT a benefit of producing reusable images?	improved quality when used for print and web
What two option represent Auto Color Correction tools available in Adobe Photoshop?	auto tone and auto color
What option allows user to saturate pixels?	sponge tool
What two options are considered best practices when using the Pen tool to create curves and angles?	1. place anchors at every acute or abrupt angle 2. mud curve anchors should be placed to comfortable accommodate curve transitions
What filter would a user choose to create image results that are more realistic because the edits are properly oriented and scaled to the perspective planes?	vanishing point filter
What color mode is the most effective to use for final output when a project will be printed on an offset press?	CMYK
What two options describe the design practice of framing?	1. the technique of placing the subject of an image in such a way that the viewer's attention is focused in that area 2. the process of changing the contrast, brightness, and cropping of an image to highlight the subject

What file formats are best suited for high quality images that will be displayed on a webpage?

PNG and JPG

Adobe Photoshop Presentation

Alignment	Is the arrangement of elements in a line.
Aspect Ration	is the proportion, in width to height, of a screen image, a photographic print,or a television or film screen.
Balance	Is the even or proportional distribution of elements within the design landscape.
Balance, Symmetry, & Harmony	B & S work hand to hand and also can be use to achieve design harmony.
Color	is the eye's perception of the light spectrum.
Contrast	id the different between two nearby elements. The difference can color, texture, scale, or shape.
Emphasis	when one calls attention to a design element. The element that is emphasized is call the focal point.
Field of view	is the slide of the world that is recorded by the camera taking a photo.
Figure	(form, or foreground) is always seen in relation to its ground
Figure/Ground	The Gestalt principle of this is fundamental to design, for this relationship shape our visual perception.
Font	a set of characters and symbols in one type design.
Framing	is arranging the elements in a photo so they "frame" the primary subject.
Ground	what surrounds the figure, or background.

Harmony	The adaptation of elements in relation to one another to form a pleasing, coherent whole.
Hierarchy	which is created by emphasis, is a way of organizing design elements in terms of their relative importance.
Leading	the space between two lines of type.
Line	can be thought of as a string of connected dots.
MIXING FONTS RULES	1.) Use no more than two fonts in any web or print document. 2.) Choose one serif and one sans serif font.
Movement	The illusion of it is shown by an image's shapes, lines, and curves, which lead the eye in different directions. Another way to create is by combining rhythm and repetition.
Plane	is a two-dimensional flat surface.
Point	the standard unit for measuring type size (72 points = 1 inch)
Point	is a dot, and it marks a position in the design space.
Point, Line, and Plane	are the fundamental elements of design
Proximity	In design is grouping similar elements together. Also organizes information and provides structure for the subject.
Repetition	Is the reuse of identical or similar design elements throughout a design. Repetition can be created with color, type, shapes, and/or texture.
Rhythm	is a strong, regular, repeated pattern, usually of movement or sound.
Rule of Thirds	In design, is a way of making something more compelling and interesting.
Scale	is the relative size of nearby design elements.
Shape	can be combined to form new shapes.

Symmetry	One way balance is achieve. It can be: horizontal, vertical,diagonal, radial, and asymmetric formations.
Texture	relates to the tactile qualities of a design. It can be physical or optical. The feel of paper is its texture. The appearance of roughness or smoothness is a design's texture. Texture adds visual interest, establishes a mood, and draws the viewer into the design.
Tone	is the brightness and shading of an image or a design element, independent of its color.
Type	characters used to display text for communication.
Type Size	the height (in points) of characters of type.
Type Style	a standard design feature such as bold or italic.
Type Weight	the thickness or thinness of a type style.
TYPOGRAPHY TERMS: Character	a single element of type (letter, number, symbol,glyph)
White Space	is also sometimes referred as negative space because of the lack of content.

Adobe Photoshop Copyright

What is Copyright?	Copyright is a form of protection for original works of authorship fixed in a tangible medium of expression. Copyright covers both published and unpublished works.
Who is the automatic copyright owner?	The person who translates an idea into a creative work.
What is the exception to the rule?	Work made for hire. If an employer asks an independent designer to create an illustration, the copyright to that artwork is owned by the employer.
What does copyright protect?	Copyright protects original works of authorship that are fixed in a tangible form of expression.
What do copyrightable works include?	Literary works, musical and dramatic works, pantomime and choreographic works, pictorial, graphic and sculptural works, motion pictures, audiovisual works, architectural works, sound recordings
What does copyrightable works exclude?	Works that do not exist in a tangible form of expression Ideas and concepts, for example, a design idea for a poster illustration A slogan, short phrase, or title.
What is "tangible form"?	includes works that are communicated with a machine or device, such as a computer.
What three elements are included in a copyright notice?	The copyright symbol, the word copyright, or the abbreviation Copr. The year of first publication of the work The name of the owner of copyright in the work
Is a copyright notice required by law?	No.

How long does copyright protection last, for anything created on or after January 1, 1978??	* From creation date to 70 years after the creator's death * If multiple creators, 70 years after the last creator's death * For works created anonymously or pseudonymously, or works made for hire, either 95 years from the year of first publication or 120 years from its creation.
Copyright rules state that unless you're the owner of a copyrighted work, such as an artistic drawing, you are not permitted to do:	Produce copies of the work. Create derivative works (works that are edited or altered versions of the copyrighted work)

Adobe Photoshop Project Management

Deliverable	Any unique and verifiable product, result, or capability that is required to complete a project.
Project Deliverables	A project deliverable is more than just the end product. Deliverables are often due at significant or milestone points.
What deliverables are typical in design projects?	Specifications, Sketches, Comps
The Project Plan	A critical document for any project. The plan is developed early in the project.
What elements are included in the project plan?	Project scope and tasks, Schedule and due dates, Costs and resources allocation
Project Scope	The work preformed to deliver a product, service, or result with the specified features and functions.
Project Schedule	A schedule model that presents linked activities with planned dates, durations, milestones, and resources.
Project Schedule and Due Dates	To develop a project schedule, start with the end product and due date, as well as any milestone deliverables and due dates. Flesh out the schedule with descriptions and due dates of tasks required to produce the milestone deliverables by the due dates.

Project Costs and Resource Allocation	Resources for a project can be human (staff time) or material (computers, vendor services, supplies). Human resource allocation describes which staff will work on which project tasks, for how long, and what their roles and responsibilities will be. Project costs are estimated by adding human resources (staff hours times billing rates), plus the marked-up costs of material resources.
Project Phase	A collection of logically related project activities that culminates in the completion of one or more deliverables.
Types of phases in a design project	Planning and analysis, designing, building, testing, implementing or publishing
Planning and Analysis Phase	Without a good plan, its hard to know how to reach your goal. Planning involves analysis-not just how to get from point A to point B, but figuring out the best way to get there. Planning is even more important when your budget is tight and so is your client's.
Designing Phase	Project management concepts apply to all industries, so the designing phase is not just about graphic design. For a design project, the goal of this phase might be client sign of the project's design. Also in the designing phase, systems are set up for monitoring the three main elements of the project plan: scope, schedule, and costs/
Building and Testing Phase	During the building phase, all elements of the project are produced according to the project schedule. The testing phase is especially crucial for interactive project, such as websites, to test functionality and usability.

Implementing or Publishing Phase	The implementing or publishing phase begins when all the building and testing is done and the client has signed off on the final design of the product. Now it is time to publish the website or print the annual report.
Scope Creep and Method Mismatch	Two common problems in project management are scope creep and mismatch of methods to the project and/or the client.
Scope Creep	The uncontrolled expansion to product or project scope without adjustments to time, cost, and resources.
Planning and analysis phase	At the initial client meeting, you learn about the client's business, purpose, audience, and audience needs.
Designing and building phases	At milestone points, you get client feedback on your designs and clear up any misunderstandings.
Testing and publishing phases	You and your client do final checks, and the client signs off on the project.
Maintenance phase	For websites and other projects, ongoing maintenance is often part of the project.
Client Communication Methods	When communication is crucial-such as during contract discussions and client reviews-these methods help you stay focused.
Listen	Your client knows his or her business and customers best.
Ask clarifying questions	If you didn't fully understand an important client statement, ask for clarification
Paraphrase	Restate the client's statements in your own words ("So we have the same understanding, you said you prefer the images in design A and the color scheme in design B-is that right?")

Asking Peers and Clients for Feedback	Peer Reviews: Schedule an informal meeting one or two days before a client review, explain the equivalent's business and the project's purpose, ask what works, what doesn't. Client Reviews: Schedule a meeting at each milestone point, make sure the milestone elements are complete, explain clearly what parts of the design are ready for review, have a list of review items, ask what works, what doesn't.
Review of Basic Concepts	Project management encompasses planning, monitoring, and implementing a project to client expectations. Typical deliverables in design projects are specifications, sketches, and comps. Key items in a project plan are scope and tasks, schedule and due dates, and cost estimates and resource allocation.
Common project phases include:	Planning and analysis, designing, building, testing, implementing or publishing
Three important communication methods are:	Listening, Asking clarifying questions, Paraphrasing

Adobe Photoshop Review

layer	term used to describe the different levels at which you can place an object or image file
canvas	the canvas is the area on which an image sits
pixels	the smallest controllable elements of a picture represented on the screen
Photoshop CC	the most recent version of adobe photoshop that has new features that were not included in previous versions.
navigator	an easy and direct method of scrolling and zooming in and out of the window
screen modes	control which Photoshop interface features are showing or hidden and what type of background displays behind your image
levels	to correct the tonal range and color balance of an image by adjusting intensity levels of image shadows, midtones, and highlights.
interface	a device or program for connecting two items of hardware or software so that they can be operated jointly or communicate with each other.
resolution	the fineness of detail in a bitmap image and is measured in pixels per inch.
Quick key	A key or series of keys on the keyboard that perform a specific function when pressed.
adjustment layer	applies color and tonal adjustments to your image without permanently changing pixel values.

Histogram	Visual representation of tonal values in the image.
Menu bar	consists of nine menus; file, edit, image, layer, select, filter, view, window, and help
layer mask	a tool that will allow you to eliminate and replace pixels of a layer at any time
panel menu	where you handle all your layer related tasks, such as, adding and deleting layers, applying layer masks and adjustment layers, etc
options bar	contains the various settings that relate to the current tool
work space	The workspace consists of several components that you will use to create your works of art.These components are as follows: The Menu Bar The Drawing Canvas The Toolbox Palettes (There are five palettes by default)
screenshot	an image of the display on a computer screen
panels	You create and manipulate your documents and files using various elements, such as panels
tool bar	when it is part of a program's interface, the toolbar typically sits directly under the menu bar. For example, Adobe Photoshop includes a toolbar that allows you to adjust settings for each selected tool.

Photoshop Review Questions

The design principle that divides and image into nine equal parts-3 rows, 3 columns- and places the area of emphasis at one of the intersections?	Rule of Thirds
2. Why would you create snapshots in the History panel?	Snapshots let you apply different filters and effects to the same document and compare the results.
3. How could you apply an outer contoured bevel effect to a layer?	Layer>Layer Style>Bevel & Emboss, check the "Contour" box
4. When preparing images created in Photoshop for various purposes-print, web, and video-different file formats are required. Select the three best options from the following statements (choose three).	1. Layer>Layer Style>Bevel & Emboss, check the "Contour" box 2. When publishing rendered video, H.264 (MPEG-4 or .mp4) format is one of the most flexible because it includes presets for HDTV and can be optimized for web conversions. 3. JPEG (.jpg) is a common file format used for web images because it compresses to a small file size without losing too much quality.
5. How would you duplicate a layer?	Layer>Duplicate Layer
6. How would you change the unit of measure (i.e. inches, centimeters, etc.) and then double-check to make sure the change took effect?	Edit>Preferences>Units & Rulers, View>Rulers
7. You are using a small image to create a custom brush. You want the brush to have crisp edges. How do you do that?	While painting with the brush, set the Hardness of the sampled brush to 100%.
8. Name two options that use "fuzziness" as one of its parameters.	1. Image>Adjustments>Replace Color 2. Select>Color Range
9. In what form are initial, rough designs presented to the client for their approval?	A preliminary mock-up

10. What should you do to images in Photoshop before placing them into Illustrator or InDesign as part of a larger PRINT design? (choose two)	1. Convert the color mode from RGB to CMYK after initial editing and then make additional color and tone adjustments. 2. Flatten layers and save as a TIFF (.tif) or JPEG (.jpg) to avoid conflicts when editing the image later in Illustrator or InDesign.
11. You are working on a design in which the client has suggested fonts for use to use. You, as the designer, believe the fonts are unattractive for the design. What should you do?	Raise your concerns about the font choices and present alternative suggestions.
12. You have designed a book cover for print. Now, the design is being adapted for an e-book. If the printed cover is 7" x 10", which of the following would be the appropriate dimensions for the e-book cover to maintain the aspect ratio of the print cover?	Width: 2100 pixels, Height: 3000 pixels
13. Which of the following are three of the effects of applying the Flatten Image command in Adobe Photoshop? (choose three)	1. All selected layers are flattened into a single layer. 2. Hidden layers are discarded. 3. Reduces the file size.
14. What color mode gives you access to the greatest number of Photoshop features for editing?	RBG
15. You've taken a series family photos. The photo that the family likes the best has a family member standing too far from the rest of the group. Which feature is the best to use to move the person closer to the rest of the group?	Content-Aware Move
16. What is the quickest way to convert an image to black-and-white non-destructively?	Create an adjustment layer using the Black & White menu option.
17. Which of the following is an advantage of linking images in Photoshop versus embedding them?	Linked files automatically update inside of Photoshop when the original is updated and saved.
18. Intellectual property does not include which of the following:	Instructions

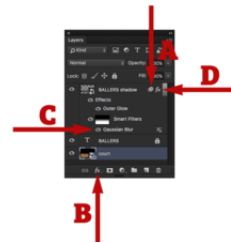|	
19. Under which of the following conditions can you use copyrighted work?	You follow fair use laws.
20. Which of the following are true regarding vector masks in Photoshop (choose three)?	1. The mask shape can be altered at a later date without affecting the pixels they show or hide. 2. The mask creates clean edges because it uses sharp-edged shapes. 3. The masks are resolution INdpendent and can be enlarged easily.
21. You are designing for a client who sells clothing to females, ages 16-28. What would be the best way to determine the best styles to use when designing ads for this client?	Interview the client. Ask specific questions to determine their goals/expectations for the design.
22. When thinking about typography in a design, which two facts should you always keep in mind when designing? (choose two)	1. When adding text to an ad, pay particular attention to the font style, spacing, and color. 2. You should choose font families that help convey the style and image of the business and products being advertised.
23. You are creating banner graphics for a website. Which size would be the MOST appropriate for a FULL-WIDTH banner?	Width: 1024 px, Height: 100 px
24. What is the function of the icon A in the image? It indicates that a smart filter effect has been applied to the layer.	
25. What is the function of the icon B in the image? It allows you to add a layer style to a particular layer.	
26. What is the function of the icon C in the image? It hides the currently applied filter.	

27. What is the function of the icon D in the image?
It indicates that a layer style has already been applied to the layer.

28. What is Camera Raw also known as?

Digital negative

29. Which design principle can be represented with an overlay when using the Crop tool?

Rule of Thirds

30. Which file format supports full transparency without the need to add a matte or dither?

PNG-24

31. Which color mode is the most effective when an image will be printed in a magazine?

CMYK

32. Without changing an images color mode, how could your make a color image appear black and white?

Image>Adjustments>Black & White

33. How can an RBG image be temporarily viewed in CMYK?

View>Proof Setup>Working CMYK

34. Which sharpening method allows you to adjust the Amount, Radius, and Threshold?

Unsharp Mask

35. Which is the proper menu path to save a custom arrangement of panels in Photoshop?

Window>Workspace>New Workspace

Photoshop Certification

Mock up or comp	Which option is presented to the client for feedback before designing the final project?	☆
Planning Scheduling Design/Build Test/Review Publish	What are the 5 phases of a design project?	☆
Derivative Work	A work derived from or based on one or more existing works	☆
Intellectual Property	May include copyrights, trademarks, patents, industrial design rights and trade secrets.	☆
Copyright	Provides protection to authors of "original works of authorship"; both published and unpublished works can be protected.	☆
Fair-Use	Allows work to be reproduced or altered for a variety of reasons including news reporting, teaching, parity, and research.	☆
They're made with mathematical equations, lines and shapes. They can easily be enlarged without losing quality It is a format used primarily for charts, logos and symbols	What are some characteristics of Vectors	☆
Rule of Thirds		☆

Golden Spiral Golden Ratio	Which design principles can be represented with an overlay when using the Crop Tool?
Better on web Used to create emphasis (for headings) Doesn't have small decorative lines (serifs) on them	What are some characteristics of Sans Serif fonts? ☆
Interpolation	A method used by Photoshop to resample an image using existing pixel colors. ☆
Upsampling	Increasing the size of an image by changing its data. ☆
Downsampling	Decreasing the size of an image by changing its data ☆
Overusing center alignment Using all lower case letters	When working with text which two options could lessen the readability of your design project? ☆
Type,Shape, Smart Object	Which three of the following would you rasterize? ☆
To use the same color space that the printer uses when editing an image.	Which of the following is a reason that a designer may want to change the CMYK working space in the color settings dialog box? ☆
Flattened images are smaller	What is the purpose of flattening an image in Photoshop? ☆
Adobe Bridge	Which of the following allows images to be used across multiple Adobe programs? ☆
Apply filters non-destructively Create a reference to an image allowing it to be switched later without having to recreate the image.	Which two options are advantages of Smart Objects? ☆
JPG and PNG	☆

	Which of the following formats are best suited for high quality images on a web page?	
Adobe Bridge	Which of the following allows a designer to create a photo gallery?	☆
256	How many colors are in an indexed image?	☆
Bitmap graphic	Digital images made up of individual dots in a grid	☆
Resolution	A measurement of a digital images size by the number of dots in the image's grid.	☆
Pixels	The individual dots or points that together make up a digital image on a screen or monitor.	☆
Vector Graphic	Digital images made up of mathematically drawn lines, curves, and shapes.	☆
Rule of Thirds A grid layout Golden Ratio Center Weighted	What design rule is illustrated in the image below?	☆
TIFF BMP JPEG SVG	Photoshop can be used to prepare images for print, web, or video. But sometimes images will be used in all of those. Which TWO file formats would provide the greatest flexiblity?	☆
Snapshots let you compare the effects of applying filters with different settings.	What is the benefit of creating snapshots in the history panel as you are working?	☆
VIEW> Fit on Screen	Change the view so that the entire picture is visible.	☆
Indexed Color		☆

CMYK RGB LAB	You will be applying some special effects to the image the superintendent sent you of the school building. When editing the photo, what Color Mode should you use the greatest number of Photoshop's features?	
Quick Selection	by painting over part of the selection area, automatically fills an area explanded to defined edges in the image.	☆
Lasso	After drawing a free-form shape, this tool selects the area enclosed by the shape	☆
Magic Wand	his tool selects all contiguous pixels with similar colors with a single click.	☆
Polygonal Lasso	After drawing a shape with straight-edged sides, this tool selects the area enclosed by the shape.	☆
mart Displace Content-Aware Move Magic Wand Free Transform	In one picture of a group of students, one student is standing too far to the right, apart from the rest of the group. What is the best Photoshop feature to use to move that student closer to the group?	☆
Raise your concerns about the color scheme and present alternative suggestions.	You are working on the cover of a romance novel for which the client-author has suggested a color scheme. Unfortunately, the color scheme he suggested has colors that clash and are unattractive together. What should you do?	☆
A Rough Sketch A preliminary mock up	An early step in designing a new image for use as a book cover is to establish a general layout and color scheme. How might this be presented to the client in order to get their approval?	☆
Create an adjustment layer using the Black & White menu option	As a first step to adapting the school photo, you would like to change it to black-and-white. What is the quickest way to convert a color image	☆

Modify the design with Soft Proofing. Change image color mode to CMYK.	Images intended for use as a book cover are often initially created in Photoshop and then exported to Illustrator or InDesign for final print production. Which two steps should be performed in Photoshop prior to export?	☆
Width: 1200 pixels/Height: 1800 pixels	E-book covers usually mimic the size and shape of the cover of the printed book, if there is one. You are adapting an e-book cover from a print cover that is 6" wide x 9" high. What would be the appropriate dimensions for the e-book cover to maintain the aspect ratio of the print cover?	☆

Photoshop Certification

Adding a solid color fill	Go to layers palette, go to icon that looks like a pokeball, hit solid color (or fill layer) Select color, and there should be a solid fill. No picture should be showing.	☆
Are shapes vectors?	Yes- when making shapes you need to decide the number of sides while working on them.	☆
Automatically change the contrast in an image	IMAGE> AUTO CONTRAST	☆
Change color settings- foreground and background	Click on either the foreground or background squares, and use the color picker to get the color needed. Switch them using the bent arrow in the top right of that section.	☆
CMYK	Cyan Magenta Yellow Black- colors of ink. Format used if the image is going to be printed.	☆
Convert to an object	Go to layers palette, right click on layer or go to submenu, CONVERT TO SMART OBJECT or also, LAYERS>SMART OBJECTS>CONVERT TO SMART OBJECTS Should be a icon within the layer icon. Smart objects can be scaled up and down without being messed up. It will not lose resolution.	☆
Duplicate a layer	Click on it, drag it to the bottom of the layers palette to the icon that looks like a page (next to the trash)	☆

How do you collapse palettes?	Double click on the palette name.	☆
How do you load a selection?	Select> Load selection	☆
How do you save a selection?	Make the selection, Select>Save selection.	☆
How to automatically change the color in a picture	IMAGE> AUTO COLOR	☆
How to change the format of the file	IMAGE> MODE> choose file type.	☆
How to create a new setting?	-Go to title on the top menu bar, select, and then select Save Workspace -Name it, press OK -The default workspace is Essentials	☆
How to delete a layer	Drag it to the trash can at the bottom of the layers panel	☆
How to dock a palette elsewhere	Click on it, drag it to where you need it. Blue outline signifies where it will be docked.	☆
How to even out the colors in an image	IMAGE> AUTO TONE	☆
How to proof colors	View> Proof colors	☆
How to rasterize/what it is?	Converts vectors to pixels Go to Layer> Rasterize	☆
How to remove something in an image, revealing the background.	Lasso tool, go around it, hit delete. It will show the background color.	☆
If the client asks you to limit the amount of white space in ads, what are they asking you to change?	b- negative. White space is negative, or unused.	☆

In accordance with the US Copyright Act of 1976 and its current amendments, you must have the permission of the original artist to use an image. Excluding images which are obtained using the Fair Use Act, at which point is an image copyright protected?
a- once the image is produced in some form
b- after the image is registered with the US government
c- once the image is planned on paper
d- when the concept is developed during conversation

a- once the image is produced in some form

☆

In photoshop you can create a clipping group of two layers from the Menu: Layer> Create Layer Mask. What else can you use as a shortcut?
a- CTRL- Click on the preview window of topmost layer
b- Link the layers then select Image> Create Clipping Path
c- ALT- Click on the line dividing the two layers

c- ALT- Click on the line dividing the two layers.

Clipping group means that the layers are attached.

☆

d- Right click the top layer and select "Enable Layer Mask"		
In which location should you save a style library so that the library appears in the styles palette menu? a- Presets/Styles folder inside the photoshop program folder b- Plugins/Styles folder inside the photoshop program folder c- anywhere in the photoshop program folder d- Presets inside the Photoshop program folder	a- Presets/Styles folder inside the photoshop program folder	☆
Putting a style on text	Go to styles palette, go over each one to figure out the name. Sunset is most commonly used. If unsure, go to submenu, hit LISTS, and it will give both the icon and the name.	☆
RGB	Red Green Blue- colors of light, usually used for internet or computer	☆
Typing a word using a certain font and color	Text tool, use the menu to select the color and font. Other place to get font- Character's palette Once you get color, go over the picture and it becomes an eyedropper. Hold the text tool for other text options, such as vertical type.	☆
What file formats are ideal for web use?	JPEG or PNG or GIF	☆
What function does the magic wand tool,	b- selecting	☆

the lasso tool, and the rectangular marquee all have in common? a- feathering b- selecting c- pasting d- previewing		
What is a series of lines and points plotted mathematically?	Vectors	☆
What picture element is changed when you edit a raster image? a- point b- pixel c- column d- shape	b- pixel. Pixel is short of "Picture element", which should be a clue.	☆
What's an alternate name for palettes?	Panels	☆
What should you take into consideration when preparing images for an educational audience of students, ages 5 to 11? a- what the target audience wants b- entertaining and colorful images c- whether the images are age appropriate d- parental concerns and requests	c- whether the images are age appropriate	☆
When wanting the edges of a selection soft, what do you do?	Select> Modify> Feather	☆
Which color mode is most commonly used	a- RGB	☆

for displaying color images on a computer monitor?

a- RGB

b- CMYK

c- Primary

d- Grayscale

Which feature allows you to create and store masks to manipulate, isolate, and protect specific parts of an image? a- layers b- alpha channels c- layer comps d- quick mask	b- alpha channels	☆
Which feature allows you to create, manage, and view multiple versions of your document within a single file? a- layer sets b- layer comps c- history palette d- alpha channels	b- layer comps	☆
Which file format is uncompressed/unprocessed? a- TIFF b- JPEG c- RAW d- PSD e- PNG	c- RAW. Massive files, used when you're unsure how the file is going to be used.	☆

Which method enables you to scale and rotate an image? a- Edit> Transform b- Select> Modify> Scale and Rotate c- Image> Rotate Canvas d- Image> Trim	a- Edit> Transform ☆
Which policy allows the use of copyrighted material on a website without first getting permission from the author, or copyright owner? a- Fair Use Act b- Open Source Initiative c- Derivative Works d- Royalty- Free Licensing	a- Fair Use Act ☆
Which situation is most efficiently resolved using the color burn blending options? a- darkening the overall image b- darkening the base color to reflect the blend color by increasing the contrast c- blackening the edges to create an antiqued effect d- brightening the base color to reflect the blend color by changing the contrast	b- darkening the base color to reflect the blend color by increasing the contrast ☆
Which tool is most efficient for creating an outline of a ball? a- oval tool b- rectangle tool	a- oval tool ☆

c- line tool d- magnetic lasso tool		
Which tool lets you paint with stylized strokes, simulating the texture of painting with different colors and artistic styles? a- art history brush b- history brush c- airbrush d- pattern stamp	a- art history brush	☆
Which tool should you use to draw a precise path around an object, click or clicking and dragging to place each point? a- magnetic lasso b- custom shape c- freeform pen d- pen	d- pen	☆
Which tool should you use to fix red eye in images? a- color replacement b- clone stamp c- sponge d- magic eraser	a- color replacement	☆
Which two changes will usually make text more readable? (Choose 2)	a- increasing the font size c- using a darker font color	☆

Which two items are required in a Photoshop project plan? choose 2 a- advertising schemes b- client costs c- content purpose d- project scope e- due dates	d- project scope e- due dates ☆
Which two phrases would indicate an appropriate level of planning on a Photoshop project plan? (Choose 2) a- color choices will be made... b- software expenses will incur... c- testing will be conducted by... d- design will involve... e- audience will consist of...	c- testing will be conducted by... d- design will involve... ☆
Which would benefit the most from applying a photo filter to an image? a- removing blurry areas from the photograph b- converting the image into a charcoal drawing emulation c- assessing the level of lens distortion d- correcting a poor white balance	d- correcting a poor white balance ☆

While preparing images for a global audience which design concept should you take into consideration? a- cultural differences b- computer literacy c- placement d- universal literacy	a- cultural differences	☆
While printing, you want to reduce the jagged appearance of a low- resolution image by automatically resampling up. What option should you choose? a- interpolation b- anti-aliasing c- screen d- transfer	a- interpolation	☆
You are creating a graphic for a web page. You need to maintain a transparent background using a matte color. You have turned off the visibility of the background layer. a- File> Save As, and then GIF b- File> Save as, then JPEG c- File> Save for web, then PNG32 d- FIle> Save for web, then GIF.	d- File> Save for web, then GIF. JPEGs don't show transparency, only PNG and GIF do. Matte refers to white, not transparent, referring to GIF.	☆
You are creating a layer style you want to use for text. The layer style consists of a drop shadow and an inner bevel. You want the	c- set the fill opacity to 0%	☆

text to take on the color of the underlying image, rather than using the foreground color. What should you do?

a- set the opacity to 0%

b- change the blend mode to overlay

c- set the Fill opacity to 0%

d- add a color overlay with an opacity of 0%

You are designing a transparent graphic.Which format is most appropriate so your file can be imported into InDesign and printed clearly?

a- Save the file using File> Save for Print, then select transparency

b- maintain a resolution of 72 ppi without the background, and save as a photoshop file

c- maintain a high resolution file without the background, and save the file as a photoshop file

d- export to a scitex CT file.

c- maintain a high resolution file without the background, then save the file as a photoshop file ☆

You are working in quick mask mode. You want to create a semi-transparent area for an anti-aliased or feathered effect. What should you do?

a- paint with white

b- paint with black

c- paint with grey

d- change the opacity of the quick mask

c- paint with grey ☆

You are working on the draft for a logo. You are trying to decide whether to flatten the image or leave the document as a layered file until your client has approved the logo. Which format should you use if you anticipate future changes? a- Flatten image to save file space b- merge the layers you like and leave the remainder c- merge only the text layers d- leave the document as a layered file for any future edits or changes.	d- leave the document as a layered file for any future edits or changes. ☆
You have created a path that you will use repeatedly in a logo for a client. You want to be able to quickly access and use this path from within any photoshop file. What should you do? a- save the path in the file in which it was created b- export the path c- define the path as a custom shape d- define the path as a style	c- define the path as a custom shape ☆
You have drawn a path with the pen tool. You want to select a single point so that you can move the point. What tool do you use? a- Pen b- Move	c- Direct selection ☆

c- Direct selection

d- Path selection

You have made a color-based selection, but there are some stray pixels within the selection that were NOT selected. You want to check around selected pixels and add unselected pixels to teh selection if the pixels fall within a specific range. What command should you use? a- Select> Similar b- Select> Grow c- Select> Modify> Smooth d- Select> Modify> Expand	c- Select> Modify> Smooth	☆
You have made a selection on a layer. You want to copy the pixels in the selection to a new layer, and you want the pixels to be in the exact location as in the original layer. What should you do? a- Choose Layer> New> Layer via Copy b- Using the move tool, drag the selection to the New Layer icon in the Layers palette c- click the new layer icon in the Layers palette to automatically copy the selection to a new layer d- copy the selection, create a new layer, paste the selection, then choose the options from the Layer> align linked menu	A- choose layer> new> layer via copy	☆

You have rearranged objects in your image to emphasize similarities and differences that might not be obvious. Which design principle explains the simplest way to influence the sense of unity and relatedness? a- Rule of Thirds b- Balance c- Proximity d- White Space	c- proximity	☆
You must resize an image and increase the number of pixels. Which command enables you to change the number of pixels in an image resize? a- Resample Image b- Constrain Proportions c- Resolution d- Unsharp Mask Filter	a- resample image	☆
You want to create a gradient that contains randomly distributed colors within a range of colors that you specify. What should you do? a- create a noise gradient b- create a solid gradient and choose restrict colors c- create a solid gradient and add additional color stops d- choose the dither option when you draw the gradient	a- create a noise gradient	☆

You want to create text on a path so that the text orientation is parallel to the baseline. What should you do? a- use horizontal type tool b- use vertical type tool c-enter the text, select all using the type tool, and rotate d- enter the text, select the text using the direct selection tool, and rotate	b- use the vertical type tool ☆
You want to mask out a portion of an image on a layer without permanently removing the pixels. You want the mask to have soft edges for a smooth transition with other layers. What type of mask should you create? a- quick mask b- layer mask c- vector mask d- clipping mask	b- layer mask ☆
You want to selectively lighten an area of your image to enhance the highlights. Which tool should you use? a- dodge b- color replacement c- sponge d- sharpen	a- dodge ☆

Photoshop Certiport

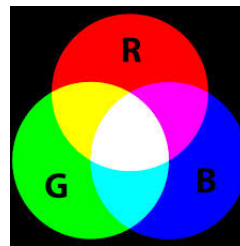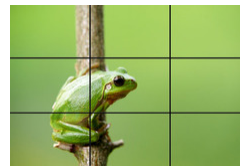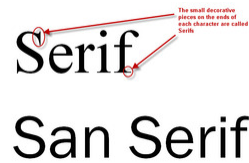|	
What are the principles of design? Balance, rhythm, unity, contrast, emphasis, pattern, proportion	
What does Mini Bridge do? Allows for easier access to locating, previewing, and opening images without leaving Photoshop	
What colors make up RGB? What is RGB used for? Red, Green, are the primary colors. This is used for SCREENS (Websites, etc.)	
What are analogous colors? These colors are next to each other on the color wheel (for example red and orange)	
In a Photoshop project plan, an artist is responsible for:	Final Image Processing and Creating Comprehensive Sample Graphics
What are the elements of design?	Line, color, shape, texture, value, form, space
What is Metadata?	Stores information about copyright and ownership of file
What is the Rule of Thirds? Makes a composition that divides the image into 9 equal parts, using two equally spaced horizontal and two equally spaced vertical lines	
How can an RGB document be provided as a CMYK printed document?	Go to VIEW> PROOF SETUP> WORKING CMYK
What is Dithering? If a browser cannot exactly match the original colors for a selected image it will use this	
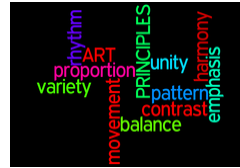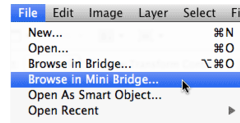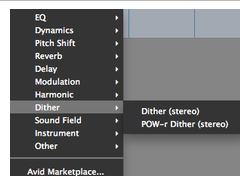
How is a Camera Raw File created?	A Digital Camera creates this
How is a web page that has multiple JPEG images displayed in the navigation bar created?	Go to BRIDGE> OUTPUT> WEB PHOTO GALLERY
THIS IS A _____ FONT it is good for showing security, strength, and trust SANS-SARIF	
What are the 4 Rendering Intents?	Perceptual Saturation Relative Colormetric Absolute Colormetric
What is the Content-Aware Move Tool good for?	It is the most effective for manipulating objects within an image
What are complementary colors used for? These colors are used to make contrast (think opposites, warm and cool colors)	